

TO: ~~PA~~ SG1J
FROM: REDACTED
THRU: PAG-TA
SUBJ: ACTIVITY REPORT FOR APRIL 1994
DATE: 2 MAY 1994

1.(U) The following activities were accomplished by myself during the month of April 1994.

2.(U) Move to Building 2845:

- Received and signed for first shipment of new furniture in anticipation of our move to our new facility. Delivery consisted of 24 office and conference room chairs, DIA and DOD wall plaques, and the DIA and U.S. flag sets as well. This furniture, as well as future deliveries, will be stored within the new facility.
- Met twice with Mr. Terry Downton, Work Coordination Chief for Ft. Meade to discuss progress of our work order authorizing the upgrade of the floor within Room 111. Mr. Downton stated that the design engineers are conducting a re-analysis of the load bearing capacity of the present floor and subsequent cost re-estimate.
- Received word that our request for the following new items has been approved and we are awaiting delivery: FAX, Overhead Projector, Slide Projector, two IBM Typewriters and a Vacuum Cleaner. This equipment will enhance our efficiency as well as professional appearance in the new facility.
- Conducted an inventory of equipment on hand receipt from Ft. Meade.

3.(U) Projects: Nine operational projects involving twelve sessions were conducted by myself during April 1994.

4.(U) Foreign Assessment: Continued to sort through previously acquired documents and material and subsequently eliminating old, out-dated and refuted data.

5.(U) Training: Several training as well as personal enhancement sessions were conducted by myself. SGFOIA3 REDACTED

PAG-TA

CLASSIFIED BY

Melinda J. Jones